November 29, 2011

Dear Parent/Guardian,

I am currently a graduate student at Brooklyn College. I am presently in the process of completing an action research project as one of my graduation requirements. I would like to invite you and your child to participate in a research study that I will be conducting this school year. I am requesting your permission to gather data and include this information in my project. If you and your child decide to participate, you may be required to complete questionnaires, surveys, and academic activities. I can assure you that this additional work is not time consuming. My goal is to learn more about the impact of parental involvement and student success in reading. Please keep in mind that any information that is obtained in this will remain confidential. All participants will be kept anonymous.

If you have any questions or concerns, please feel free to contact me at BM0427@bcmail.brooklyn.cuny.edu . Thanks in advance for your cooperation and support.

Sincerely,

Ms. M. Bailey

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/legal guardian) of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understand the information provided above.

* I willingly agree to participate with my child in this research project.
* I do not wish to participate with my child in this research project.

Parent/legal guardian signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

November 29, 2011

Dear Administrator,

I am currently completing my graduate program at Brooklyn College. This semester I have been asked to conduct an action research project within my classroom. My research project is focused on learning more about the impact of parental involvement and student success in reading. I will be sending home a letter asking for permission. Once I receive permission from the participants, I will begin to gather data. The children and their parents who decide to participate will be given surveys, questionnaires and academic activities to be completed at home. In order to insure privacy, the actual names of the individuals who participate in my research will not be used.

This survey will not affect my duties as a professional. Instead, I will use the information to help me in my future teaching endeavors. I am asking for your consent to conduct the survey within our school. Thanks in advance for your support in this effort.

Sincerely,

Ms. M. Bailey

I am fully aware that a research project will be conducted within the school.

Principal/Assistant principal signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_